

**ADMINISTRATIVE - INTERNAL USE ONLY****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Repairs and Renovations

**DDA SUBJECT FILE COPY**

FROM:

Executive Director

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D24 Hqs

2.

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45-4

FORM  
1-79**610**USE PREVIOUS  
EDITIONS**ADMINISTRATIVE - INTERNAL USE ONLY**

15 MAR 1986

MEMORANDUM FOR: Executive Director

FROM: Richard J. Kerr  
Deputy Director for Administration

SUBJECT: Repairs and Renovations [REDACTED]

1. Drastic times call for drastic measures. In view of the recent budget cuts that we have endured in the Directorate of Administration (DA) and the enormity of the hard, unfunded requirements that we are compelled to fulfill, I have directed the Office of Logistics to undertake no further renovations which are for \$5,000 or less. The immediate savings resulting from this edict will be approximately \$400,000. Further, there are a number of repairs and renovations being planned for various DA elements. These include the renovation of the 1st floor of [REDACTED] to accommodate the Offices of [REDACTED]

[REDACTED]

25X1 [REDACTED] All of these  
25X1 renovations will include only the bare necessities to ensure the  
25X1 operational capability of these components. [REDACTED]

2. We obviously will have to take care of those items dealing with safety and security but, beyond that, we will only install telephones, power, and appropriate necessary terminal hookups. We do not intend to construct partitions, move partitions, repaint, recarpet, etc. In keeping with these efforts and to maintain consistency throughout the Agency, I suggest you sign the attached memorandum addressed to the Deputy Directors.

/s/ Richard J. Kerr

Richard J. Kerr

Attachment

~~CONFIDENTIAL~~

OL 0009-86

C O N F I D E N T I A L

25X1

SUBJECT: Repairs and Renovations



25X1

OL/



Distribution:

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C O N F I D E N T I A L

06 MAR 1986

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

STAT FROM:   
Executive Director

SUBJECT: Repairs and Renovations

The Deputy Director for Administration has brought to my attention a moratorium that he has declared on repairs and renovations beyond the bare necessities in his directorate. This moratorium applies to planned renovations at Headquarters, as well as those for the outlying buildings. Due to budget constraints, the Directorate of Administration (DA) will not undertake any renovations amounting to \$5,000 or less for the remainder of FY 1986 normally funded by the DA. In order to maintain consistency throughout the Agency and a sense of fairness to all Agency personnel, you are requested to curtail all renovation projects funded by your directorate for the remainder of the fiscal year. Any renovation projects which must be undertaken under these dire circumstances should only include the minimum essentials, i.e., installation of phones, power, and necessary terminal hookups.

STAT



OL 0010-86



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SUBJECT: Repairs and Renovations

STAT O-DL/JMRay:mgk/  (4 MAR 86)

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